

File Naming Convention for all Types of HERO Ratings

All files should be labeled the same, only the file type will be different. See charts below.

Commercial Buildings	Preliminary Docs	New File Name Suffix
	HERO Cover Sheet for Allocation	_all
	Hero Cover Sheet	_csP
	W-9	_w9
	Tax Letter	_tl
	SHPO Form	_shpo
	Commercial Performance	_cpP
	Visual DOE Electrical Use Summary	_esP
	Visual DOE Fuel Use Summary	_fsP
	Visual DOE Energy Cost Summary	_ecsP

Final Docs	New File Name Suffix
HERO Cover Sheet	_csF
New ENERGY STAR HVAC Equipment	_eshvacF
New NON-ENERGY STAR HVAC Eq	_noneshvacF
Commercial Performance	_cpF
Visual DOE Electrical Use Summary	_esF
Visual DOE Fuel Use Summary	_fsF
Visual DOE Energy Cost Summary	_ecsF

Existing Homes	Preliminary Docs	New File Name Suffix
	HERO Cover Sheet for Allocation	_all
	Hero Cover Sheet	_csP
	W-9	_w9
	Form 1119 (unsigned)	_1119P
	Tax Letter	_tl
	SHPO Form	_shpo
	REMRate BLG Files (2)	_.BLGEX / _.BLGP
	Building Performance Summary Report	_bpsP
	Economic Summary	_esP
	Energy Cost and Features Report	_ecfP
	Quick Analysis Report As-is	_qaexP
	Quick Analysis Report Proposed	_qaP

Final Docs	New File Name Suffix
Hero Cover Sheet	_csF
Form 1119 (signed)	_1119F
New ENERGY STAR HVAC Equipment	_eshvacF
New NON-ENERGY STAR HVAC Eq	_noneshvacF
REMRate BLG Files (2)	_.BLGEX / _.BLGIMP
Building Performance Summary Report	_bpsF
Economic Summary	_esF
Energy Cost and Features Report	_ecfF
Quick Analysis Report As-is	_qaexF
Quick Analysis Report Proposed	_qaF

New Homes	Preliminary Docs	New File Name Suffix
	HERO Cover Sheet for Allocation	_all
	Hero Cover Sheet	_csP
	W-9	_w9
	Form 1119 (unsigned)	_1119P
	Tax Letter	_tl
	SHPO Form	_shpo
	REMRate BLG File	_BLGP
	Economic Summary	_esP
	Home Tax Credit Report	_htcP
	Energy Cost and Features Report	_ecfP
	Quick Analysis Report Proposed	_qaP

Final Docs	New File Name Suffix
Hero Cover Sheet	_csF
Form 1119 (signed)	_1119F
New ENERGY STAR HVAC Equipment	_eshvacF
New NON-ENERGY STAR HVAC Eq	_noneshvacF
REMRate BLG Files (2)	_.BLGEX / _.BLGIMP
Economic Summary	_esF
Home Tax Credit	_htcF
Energy Cost and Features Report	_ecfF
Quick Analysis Report As-is	_qaexF
Quick Analysis Report Proposed	_qaF

If files are sent in seperatley:	
Example of Existing Home Preliminary Rating (from Joe Rater):	
<i>home owner last name_CO#_rated address_file type</i>	
Smith_123MainSt._all.xls	
Smith_70000_123MainSt._csP.PDF	
Smith_70000_123MainSt._1119P.PDF	
Smith_70000_123MainSt._tl.PDF	
Smith_70000_123MainSt._w9.PDF	
Smith_70000_123MainSt._BLGEX	
Smith_70000_123MainSt._BLGP	
Smith_70000_123MainSt._bpsP.PDF	
Smith_70000_123MainSt._esP.PDF	
Smith_70000_123MainSt._ecfP.PDF	
Smith_70000_123MainSt._qaexP.PDF	
Smith_70000_123MainSt._qaP.PDF	

If files are sent in as "one document":	
Example of Existing Home Preliminary Rating (from Joe Rater):	
<i>home owner last name_CO#_rated address_prelimdocs</i>	
Smith_70000_123MainSt._prelimdocs	
Smith_70000_123MainSt._w9.PDF	
Example of Existing Home Final Rating (from Joe Rater):	
<i>home owner last name_CO#_rated address_finaldocs</i>	
Smith_70000_123MainSt._finaldocs	

*** Please note, if this naming convention is not followed your rating will not be processed and it will be sent back. You may NOW choose to send your files in individually or scanned in as one document. NOTE: IF "ONE DOCUMENT" IS CHOSEN, THE W-9 MUST STILL BE SCANNED SEPARATELY ***

*** All questions and concerns can be directed to Katie Jeffries @ 225-342-7967 or by email catherine.jeffries@shawgrp.com ***